

Park City Fire Service District  
Administrative Control Board - Regular Public Meeting Minutes  
Park City Fire District Headquarters  
September 23, 2009

Chairman Beck called the meeting to order at 6:30 p.m.

**Commissioners Present:** Chairman Robbie Beck, Commissioner Kent Cashel, Commissioner Gary Vetterli, and Commissioner Dianne Walker.

**Fire District Personnel Present:** Chief Kelly Gee, AC/FM Scott Adams, AC Frank Heumann, AC Bob Zanetti, BC Ray Huntzinger, Patti Berry, Traci Madson, and Bill Pyper.

**Public Present:**

**I. Approval of Previous Meeting Minutes:** Chairman Beck called for a motion to approve the minutes of September 9, 2009, moved by Commissioner Cashel, seconded by Commissioner Vetterli, passed by all. Commissioner Walker abstained from voting.

**II. Public Input:** None.

**III. Commission Reports:**

A. Correspondence: The Fire District received a letter from Mountain Ranch Estates Homeowners Association, thanking the Fire District for their participation in the recent block party.

B. Financials: All bills have been reviewed and signed.

C. Other:

**IV. Old Business:**

A. Review of Revised Administrative Policies. Patti Berry presented four administrative policies that will be posted for review and adopted at the next meeting.

B. Review and Approval of AIA Agreement for new Training Facility. Chief Gee reported that the agreement has been reviewed by the Fire District's attorney. Chairman Beck called for a motion to sign the agreement between WHP Architects and the Fire District, moved by Commissioner Vetterli, seconded by Commissioner Cashel, passed by all.

**V. New Business:**

A. Review and Approval of Engagement Letter with Bond Counsel for CIB Proposals. AC Heumann explained that this engagement contract will engage bond counsel for services related to creating a building authority, as well as any bond counsel work associated with the CIB project. Commissioner Walker moved to accept the engagement letter, seconded by Commissioner Vetterli, passed by all.

**VI. Staff Reports:**

A. Chief Gee reported that a call summary report has been prepared for June, July, and August.

B. AC/FM Adams reported that the Summit Research Park project is moving forward. Chief Adams also reported on the Wal-Mart expansion project.

C. AC/FM Adams reported that there are currently 15 to 20 outstanding chipping requests that should be completed by October. No new requests are being taken.

- D. Patti Berry reported that one of the District's firefighters will be out of work for approximately four and a half months due to an injury. Patti explained the policy where employees can donate paid leave to help that employee. The District's employees have all pitched in and donated 45 shifts for this employee, which means that his shifts will be covered for the remainder of the year.

**VII. Adjournment:** With no further business to come before the board, Chairman Beck called for a motion to adjourn, moved by Commissioner Vetterli, seconded by Commissioner Cashel. Meeting adjourned at 6:45 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be held October 14, 2009, beginning at 6:30 p.m. at the Park City Fire District Administration Building, located at 736 Bitner Road, Park City, UT.

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

*Prepared by: Traci Madson*